



**DISTRIBUTION SYSTEM S1, S2, S3, S4**  
**APPLICATION INSTRUCTIONS FOR THE TYPE I (LEVELS 1-4) MUNICIPAL DRINKING WATER CERTIFICATION**  
**EXAMS**

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN 60 DAYS PRIOR TO THE EXAMINATION. A COMPLETE LIST OF EXAM DATES AND POST MARK DEADLINES IS AVAILABLE AT**  
**<http://www.michigan.gov/deqoperatortraining>**  
**(listed under exam applications and study guides)**  
**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**NOTE:**

The U.S. Postal Service postmark or a postmark from an independent delivery service (U.P.S., Federal Express) will be used to verify that the application has met the deadline for submission. Postmarks by private meter stamps (such as Pitney Bowes) cannot be used as proof of meeting the deadline. **Do not wait until the deadline date to apply. Submit your application early so that there is time to make amendments if necessary.**

Applicants must complete the application with the required signatures. Signatures must be original; **e-mailed, copied, or faxed applications will not be accepted.** Incomplete applications will be denied.

**Drinking Water Exam Locations**

On the application, please indicate the preferred location of examination and alternate choices. Applicants will be assigned to the location/region requested if possible. Some exam sites have limited seating, reassignments may be necessary, so get your application in early.

**“Central MI”** means the Lansing area

**“East MI”** means the Flint/Port Huron area

**“West MI”** means the Grand Rapids area

**“Northern Lower MI”** means the Grayling/Harrison area

**“Southeast MI”** means the Detroit area

**“Southwest MI”** means the Kalamazoo area

**“Upper Peninsula”** means the Escanaba/Marquette area

**Instructions for Completing Exam Applications**

Page 1: Fill out contact information completely, indicate any related certifications held, and circle the classification level(s) you wish to take. Prior approvals, as defined on page 1 of the application, only need to submit a completed page 1 of the application.

Page 2: Fill out the education information completely. If you completed college, indicate your major, degree received, and year completed.

Pages 3-5: Fill out a separate position description page for each position held that is related to drinking water. This page must be completed in its entirety. Indicate the specific dates that the drinking water related work has been performed, even if these dates differ from your date of hire. **The job categories, percentage worked, detailed narrative of your routine job duties, and supervisor signature must be included in order to be accurately evaluated.** Leaving any portion of the position description pages blank will result in that experience not being counted, and could result in a denial of application. **Detailed narrative means explain your routine duties relative to the boxes you checked. Stating “I do it all” or “I do everything above” is not sufficient.**

Use the narrative space to detail your experience in a potable Distribution System. Complete Treatment and Limited Treatment experience does not count towards Distribution System experience. **Leaving the narrative blank will result in an automatic denial.** Keep in mind; it is not possible to work 100 percent in treatment and also 100 percent in distribution.

**DO NOT INCLUDE THIS PAGE WITH YOUR SUBMITTED APPLICATION**



## Instructions for Payment of Examination Fees

The fees for Distribution System Drinking Water Certification Exams are:

- **S1, S2, S3, or S4 - \$70.00 per exam** (Make Checks Payable to: State of Michigan)
- **Payment by credit card can now be done online at the following website:**  
[www.thepayplace.com/mi/deq/trainandcertify](http://www.thepayplace.com/mi/deq/trainandcertify)

Individuals will be charged for all exams applied for and charges will apply upon receipt of the application. The applicant will be responsible for payment of the examination fee.

A certified operator will not be allowed to write an examination for a certification that they currently hold.

**Be very specific in what you apply for. No refunds of fees will be given for any reason (such as denials, cancellations, no shows, etc.)**

In order to obtain certification, the examination fee must be paid. Notification of examination results will not be made until examination fees are received by the State.

**COMPLETED APPLICATIONS, WITH ORIGINAL SIGNATURE AND FEE PAYMENT/  
CREDIT CARD RECEIPT, MUST BE MAILED TO THE FOLLOWING ADDRESSES  
DEPENDENT ON PAYMENT TYPE.**

When paying online, please mail a copy of the payment receipt, the ORIGINAL application, and all documentation to this address. <b>DO NOT MAIL CHECKS TO THIS ADDRESS:</b>  <b>MDEQ Office of Drinking Water and Municipal Assistance Operator Training and Certification PO BOX 30241 Lansing, Michigan 48909-7741</b>	To pay by check, please mail this application, all documentation and appropriate fees to:  <b>Make checks Payable to: State of Michigan</b>  <b>MDEQ Office of Financial Management Revenue Control/Cashier's Office PO BOX 30657 Lansing, Michigan 48909-8157</b>	For overnight or express delivery, please send check, application and all documentation to:  <b>Make checks payable to: State of Michigan</b>  <b>MDOT Accounting Service Center 425 West Ottawa Street Lansing, Michigan 48933</b>
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**FAXED, COPIED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

**ADDITIONAL APPLICATIONS MAY BE DOWNLOADED AT: <http://www.michigan.gov/deqoperatortraining>**

You may receive acknowledgment from the Department of Environmental Quality of **receipt of your application** by enclosing a **SELF-ADDRESSED, STAMPED POSTCARD** with your application. We will date stamp the card and mail it back to you. This does not indicate acceptance to the examination; only receipt of your application.

**ALL APPLICANTS WILL BE NOTIFIED OF ACCEPTANCE OR DENIAL OF THE WRITTEN EXAMINATION NO LESS THAN 15 DAYS BEFORE THE DATE OF THE EXAMINATION**

**DO NOT INCLUDE THIS PAGE WITH YOUR SUBMITTED APPLICATION**



Michigan Department of Environmental Quality  
Office of Drinking Water and Municipal Assistance

## APPLICATION FOR DISTRIBUTION CERTIFICATION

This information is required by authority of 1976 PA 399.

### FOR OFFICE USE ONLY

CLASS	EDUCATION	EXPERIENCE	EXAM GRADE
ISSUE DATE			
EXPIRATION DATE			
CERTIFICATE NUMBER			

**GENERAL INFORMATION** – Provide complete information on education and experience. *Sign the application on page 1.* Either your immediate supervisor or the water system's operator in charge must verify your experience and sign where indicated.

**To be accepted, this application, with your original signature, must be received by DEQ-OTCP not less than 60 days prior to the announced examination date. Faxed or electronic copies WILL NOT be accepted.**

### TYPE, PRINT, OR WRITE LEGIBLY

NAME: (First) (Middle Initial) (Last)		OPERATOR ID NUMBER: (If Known)	
STREET OR P.O. BOX MAILING ADDRESS:		CITY:	STATE: ZIP:
E-MAIL ADDRESS:	HOME PHONE NUMBER: ( )	BUSINESS PHONE NUMBER: ( )	
MDEQ DRINKING WATER AND/OR WASTEWATER CERTIFICATE(S) HELD:		CIRCLE CERTIFICATE(S) APPLYING FOR: <b>S-1 S-2 S-3 S-4</b>	
EMPLOYER NAME: (Current)		WSSN NUMBER:	PHONE NUMBER: ( )

☐ Check here if you are applying for an exam you were approved for but failed, did not take, or are applying to retake an exam for a certification you previously held. **COMPLETE AND MAIL IN PAGE 1 ONLY.**

☐ Check here if you are applying for new drinking water certification. **FULLY COMPLETE AND MAIL IN THE ENTIRE APPLICATION.**

### CERTIFICATION OF APPLICANT:

I certify that all information provided in this application and attachments (if any) is accurate and complete. I understand that misstatement of facts may result in forfeiture of all rights to certification. I further certify that I have read and understand the instruction for payment of examination fees and I am responsible for an examination fee of **\$70** for each exam applied for. I further understand there are no refunds.

SIGNATURE:	DATE:
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### EXAMINATION LOCATION: I PREFER TO TAKE THE WRITTEN EXAMINATION NEAR

- ☐ CENTRAL MI ☐ EAST MI ☐ WEST MI ☐ UPPER PENINSULA  
☐ NORTHERN LOWER MI ☐ SOUTHEAST MI ☐ SOUTHWEST MI

Indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice. If the site you select is full, you will be moved.

It is recommended that you make a copy of the completed application for your records. If you would like confirmation that DEQ-Operator Training & Certification Program received your application; please include a self-addressed & stamped postcard.

<p>When paying online, go to <a href="http://www.thepayplace.com/mi/deq/trainandcertify">www.thepayplace.com/mi/deq/trainandcertify</a>. Please mail a copy of the payment receipt, the ORIGINAL application, and all documentation to this address.</p> <p><b>DO NOT MAIL CHECKS TO THIS ADDRESS:</b></p> <p><b>MDEQ Office of Drinking Water and Municipal Assistance Operator Training and Certification PO BOX 30241 Lansing, Michigan 48909-7741</b></p> <p>EQP 3421 (Rev. 7/2013)</p>	<p>To pay by check, please mail this application, all documentation and appropriate fees of <b>\$70.00</b> to:</p> <p><b>Make checks Payable to: State of Michigan</b></p> <p><b>MDEQ Office of Financial Management Revenue Control/Cashier's Office PO BOX 30657 Lansing, Michigan 48909-8157</b></p>	<p>For overnight or express delivery, please send check/credit card receipt, application and all documentation to:</p> <p><b>Make checks payable to(if applicable): State of Michigan</b></p> <p><b>MDOT Accounting Service Center 425 West Ottawa Street Lansing, Michigan 48933</b></p> <p>For Cashier's Use Only: DWF</p>
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PROVIDE YOUR EDUCATIONAL QUALIFICATIONS BELOW					(Office Use Only)	
NAME AND LOCATION OF HIGH SCHOOL OR GED EQUIVALENT		CIRCLE HIGHEST GRADE COMPLETED				
		8	9	10	11	12
COLLEGE NAME & LOCATION _____						
DEGREE AND MAJOR: _____ YEAR GRADUATED _____						
CREDIT HOURS ACCUMULATED IF YOU DID NOT COMPLETE YOUR DEGREE _____						
CHECK IF APPLICABLE						
<input type="checkbox"/> REGISTERED PROFESSIONAL ENGINEER, REGISTRATION NUMBER _____						
(This Row For Office Use Only)		OTCU DATABASE CONTINUING EDUCATION CREDIT TOTAL				
(This Row For Office Use Only)		SUBSTITUTION OF EXCESS EXPERIENCE TOWARD EDUCATION				
				TOTAL		

### DIRECTIONS FOR COMPLETING PAGES 3-5 OF THIS APPLICATION

**DISTRIBUTION SYSTEM** – Provide **ONLY** job duties that you routinely perform while working in a drinking water DISTRIBUTION system. **DO NOT** check off or describe job duties for work activities that you have performed only once or twice or that you perform infrequently. **DO NOT** check off or describe work activities associated with positions or duties you have performed only in a COMPLETE TREATMENT, LIMITED TREATMENT, or WASTEWATER TREATMENT system. Beginning with your current job (job position #1), work backwards listing previous DISTRIBUTION system positions that you believe qualify you for operation experience in a drinking water DISTRIBUTION system. If you held various positions with the same employer that had different duties or different levels of responsibility, list them as separate job positions. Examples of this would be promotions from general worker to foreman or from foreman to supervisor. For each POSITION, fully describe your job duties in the space provided for job positions 1 and/or 2 and/or 3. Attach additional sheets if you need more space or if you have experience in more than 3 job positions. Label them as job position 4, 5, etc. There are seven drinking water DISTRIBUTION system operation job categories. Each job category is divided into specific job duties. Beginning on Page 3, place an “X” next to the activities that you **ROUTINELY** perform. Applicants performing a majority of activities within a category are credited with a full job category. Applicants **ROUTINELY** performing at least one, but less than a majority of activities within a category are credited with half a category. **TWO OR MORE** half categories equal **ONE** full category.

**SUPERVISORS:** If you **DO NOT ROUTINELY** perform the job duties listed, and are not a FIRST LINE SUPERVISOR directly overseeing operations in the DISTRIBUTION system, do not check off any boxes. Instead, fully describe your job duties in the space provided AND attach copies of both your position description and your water utility or company organizational chart.

### DISTRIBUTION SYSTEM EXPERIENCE REQUIREMENTS

NUMBER OF FULL CATEGORIES* WORKING IN	POINTS/MONTH	HIGHEST ALLOWABLE EXAM LEVEL	DISTRIBUTION SYSTEM EXPERIENCE QUALIFICATIONS MUST INCLUDE:
4	1	S-1	S-1 48 Points plus: work in 4 or more categories for at least 1 year AND at least 2 years of operating experience of which 1 year is in a S-2 system or higher.
3	1	S-2	S-2 24 Points plus: work in 3 or more full categories for at least 1 year AND 1 year of operating experience in a S-3 system or higher.
2	½	S-3	S-3 12 Points plus: work in 2 or more full categories for 1 year.
1	½	S-4	S-4 6 Points
½	¼	S-4	*Experience points awarded from “allied fields” or “education allowed as experience” may be counted as one additional full category. To find out more about this, go to the OTCP website: <a href="http://www.michigan.gov/deqoperatortraining">www.michigan.gov/deqoperatortraining</a> or call 517-284-5424.

For Job Position #1, CHECK ONE PRIMARY JOB RESPONSIBILITY: ☐ ADMINISTRATION/CLERICAL ☐ NONSUPERVISORY  
DRINKING WATER DISTRIBUTION SYSTEM OPERATIONS ☐ FIRST LINE SUPERVISOR/FOREMAN/SUPERINTENDENT  
☐ DEPARTMENT /UTILITY DIRECTOR ☐ CITY/TOWNSHIP/UTILITY ENGINEER

EMPLOYER NAME:	WSSN:	JOB TITLE:
DATE OF EMPLOYMENT (INCLUDE MONTH AND YEAR):	FROM:	TO:

ARE YOU A CONTRACT EMPLOYEE: ☐ YES ☐ NO? IF YES, ATTACH A SEPARATE LIST OF ALL WSSNs YOU ARE ASSOCIATED WITH WHERE DRINKING WATER DISTRIBUTION SYSTEM WORK IS ROUTINELY PERFORMED.

**WATER DISTRIBUTION SYSTEM JOB CATEGORIES:** Check off activities that you routinely physically perform in job position #1

**WATER DISTRIBUTION SYSTEM CONSTRUCTION**

- ☐ Install or Replace Water Mains
- ☐ Install or Replace Fire Hydrants
- ☐ Install or Replace System Valves
- ☐ Perform Construction Flushing
- ☐ Perform Pressure Tests & Leakage Calculations
- ☐ Disinfect & Sample New Mains

**WATER DISTRIBUTION SYSTEM REPAIRS**

- ☐ Repair Water Mains
- ☐ Repair Hydrants
- ☐ Repair Well or Booster Pumps
- ☐ Repair Control Valves
- ☐ Repair Distribution Valves

**WATER DISTRIBUTION SYSTEM OPERATION**

- ☐ Perform Routine Flushing
- ☐ Perform Routine Valve Turning
- ☐ Operate Well or Booster Pumps
- ☐ Collect Routine Monthly Bacteriologic Samples
- ☐ Operate or Control Water Storage
- ☐ Perform Leak Detection

**WATER DISTRIBUTION SYSTEM CUSTOMER METERS**

- ☐ Read Meters/Remotes ☐ Test Meters/Remotes
- ☐ Repair Meters/Remotes ☐ Install Meters/Remotes

**WATER DISTRIBUTION SYSTEM SERVICE LINES**

- ☐ Install Services, Taps, Curb Stops
- ☐ Repair Services, Taps, Curb Stops
- ☐ Perform Line Locating
- ☐ Perform Turn Ons & Shut Offs

**WATER DISTRIBUTION CROSS CONNECTIONS**

- ☐ Conduct Formal Cross Connection Inspections
- ☐ Enforce Formal Cross Connection Program
- ☐ Maintain Cross Connection Records
- ☐ Review Device Test Reports
- ☐ Prepare Annual DEQ Cross Connection Report

**WATER DISTRIBUTION SYSTEM ADMINISTRATION**

- ☐ Prepare/Maintain DEQ Reports & Plans
- ☐ Respond to Customer Complaints
- ☐ Schedule Maintenance
- ☐ Maintain Spare Parts Inventory
- ☐ Prepare Water System Budgets
- ☐ Train & Manage Personnel
- ☐ Maintain Distribution Appurtenance Records
- ☐ Schedule Distribution Work Force

During the time period worked in this job position, I spend \_\_\_\_\_ percentage of time routinely performing the above job categories and the following job duties. (Fully describe your job duties for this position, attach additional sheets if needed.)

CHECK EITHER OR BOTH, WHICHEVER APPLIES:

- ☐ I am this employee's **IMMEDIATE SUPERVISOR** ☐ I am the **OPERATOR IN CHARGE** at this WSSN

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THE DRINKING WATER DISTRIBUTION SYSTEM OPERATION JOB DUTY INFORMATION PROVIDED BY THE APPLICANT ON THIS PAGE IS TRUE. I AM AWARE THERE MAY BE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR MISLEADING INFORMATION INCLUDING FORFEITURE OF MY OWN CERTIFICATIONS.

NAME AND TITLE \_\_\_\_\_ PHONE NUMBER(\_\_\_\_) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For Job Position #2, CHECK ONE PRIMARY JOB RESPONSIBILITY:** ☐ ADMINISTRATION/CLERICAL ☐ NONSUPERVISORY  
 DRINKING WATER DISTRIBUTION SYSTEM OPERATIONS ☐ FIRST LINE SUPERVISOR/FOREMAN/SUPERINTENDENT  
☐ DEPARTMENT /UTILITY DIRECTOR ☐ CITY/TOWNSHIP/UTILITY ENGINEER

EMPLOYER NAME:	WSSN:	JOB TITLE:
DATE OF EMPLOYMENT (INCLUDE MONTH AND YEAR)	FROM:	TO:

ARE YOU A CONTRACT EMPLOYEE: \_\_\_ YES \_\_\_ NO? IF YES, ATTACH A SEPARATE LIST OF ALL WSSNs YOU ARE ASSOCIATED WITH WHERE DRINKING WATER DISTRIBUTION SYSTEM WORK IS ROUTINELY PERFORMED.

**WATER DISTRIBUTION SYSTEM JOB CATEGORIES:** Check off activities that you routinely physically perform in job position #2

**WATER DISTRIBUTION SYSTEM CONSTRUCTION**

- ☐ Install or Replace Water Mains
- ☐ Install or Replace Fire Hydrants
- ☐ Install or Replace System Valves
- ☐ Perform Construction Flushing
- ☐ Perform Pressure Tests & Leakage Calculations
- ☐ Disinfect & Sample New Mains

**WATER DISTRIBUTION SYSTEM REPAIRS**

- ☐ Repair Water Mains
- ☐ Repair Hydrants
- ☐ Repair Well or Booster Pumps
- ☐ Repair Control Valves
- ☐ Repair Distribution Valves

**WATER DISTRIBUTION SYSTEM OPERATION**

- ☐ Perform Routine Flushing
- ☐ Perform Routine Valve Turning
- ☐ Operate Well or Booster Pumps
- ☐ Collect Routine Monthly Bacteriologic Samples
- ☐ Operate or Control Water Storage
- ☐ Perform Leak Detection

**WATER DISTRIBUTION SYSTEM CUSTOMER METERS**

- ☐ Read Meters/Remotes ☐ Test Meters/Remotes
- ☐ Repair Meters/Remotes ☐ Install Meters/Remotes

**WATER DISTRIBUTION SYSTEM SERVICE LINES**

- ☐ Install Services, Taps, Curb Stops
- ☐ Repair Services, Taps, Curb Stops
- ☐ Perform Line Locating
- ☐ Perform Turn Ons & Shut Offs

**WATER DISTRIBUTION CROSS CONNECTIONS**

- ☐ Conduct Formal Cross Connection Inspections
- ☐ Enforce Formal Cross Connection Program
- ☐ Maintain Cross Connection Records
- ☐ Review Device Test Reports
- ☐ Prepare Annual DEQ Cross Connection Report

**WATER DISTRIBUTION SYSTEM ADMINISTRATION**

- ☐ Prepare/Maintain DEQ Reports & Plans
- ☐ Respond to Customer Complaints
- ☐ Schedule Maintenance
- ☐ Maintain Spare Parts Inventory
- ☐ Prepare Water System Budgets
- ☐ Train & Manage Personnel
- ☐ Maintain Distribution Appurtenance Records
- ☐ Schedule Distribution Work Force

During the time period worked in this job position, I spend \_\_\_\_\_ percentage of time routinely performing the above job categories and the following job duties. (Fully describe your job duties for this position, attach additional sheets if needed.)

**CHECK EITHER OR BOTH, WHICHEVER APPLIES:**

☐ I am this employee's **IMMEDIATE SUPERVISOR** ☐ I am the **OPERATOR IN CHARGE** at this WSSN

**I CERTIFY TO THE BEST OF MY KNOWLEDGE, THE DRINKING WATER DISTRIBUTION SYSTEM OPERATION JOB DUTY INFORMATION PROVIDED BY THE APPLICANT ON THIS PAGE IS TRUE. I AM AWARE THERE MAY BE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR MISLEADING INFORMATION INCLUDING FORFEITURE OF MY OWN CERTIFICATIONS.**

NAME AND TITLE \_\_\_\_\_ PHONE NUMBER(\_\_\_\_) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For Job Position #3, CHECK ONE PRIMARY JOB RESPONSIBILITY:** ☐ ADMINISTRATION/CLERICAL ☐ NONSUPERVISORY  
 DRINKING WATER DISTRIBUTION SYSTEM OPERATIONS ☐ FIRST LINE SUPERVISOR/FOREMAN/SUPERINTENDENT  
☐ DEPARTMENT /UTILITY DIRECTOR ☐ CITY/TOWNSHIP/UTILITY ENGINEER.

EMPLOYER NAME:	WSSN:	JOB TITLE:
DATE OF EMPLOYMENT (INCLUDE MONTH AND YEAR)	FROM:	TO:

ARE YOU A CONTRACT EMPLOYEE: ☐ YES ☐ NO? IF YES, ATTACH A SEPARATE LIST OF ALL WSSNs YOU ARE ASSOCIATED WITH WHERE DRINKING WATER DISTRIBUTION SYSTEM WORK IS ROUTINELY PERFORMED.

**WATER DISTRIBUTION SYSTEM JOB CATEGORIES:** Check off activities that you routinely physically perform in job position #3.

**WATER DISTRIBUTION SYSTEM CONSTRUCTION**

- ☐ Install or Replace Water Mains
- ☐ Install or Replace Fire Hydrants
- ☐ Install or Replace System Valves
- ☐ Perform Construction Flushing
- ☐ Perform Pressure Tests & Leakage Calculations
- ☐ Disinfect & Sample New Mains

**WATER DISTRIBUTION SYSTEM REPAIRS**

- ☐ Repair Water Mains
- ☐ Repair Hydrants
- ☐ Repair Well or Booster Pumps
- ☐ Repair Control Valves
- ☐ Repair Distribution Valves

**WATER DISTRIBUTION SYSTEM OPERATION**

- ☐ Perform Routine Flushing
- ☐ Perform Routine Valve Turning
- ☐ Operate Well or Booster Pumps
- ☐ Collect Routine Monthly Bacteriologic Samples
- ☐ Operate or Control Water Storage
- ☐ Perform Leak Detection

**WATER DISTRIBUTION SYSTEM CUSTOMER METERS**

- ☐ Read Meters/Remotes ☐ Test Meters/Remotes
- ☐ Repair Meters/Remotes ☐ Install Meters/Remotes

**WATER DISTRIBUTION SYSTEM SERVICE LINES**

- ☐ Install Services, Taps, Curb Stops
- ☐ Repair Services, Taps, Curb Stops
- ☐ Perform Line Locating
- ☐ Perform Turn Ons & Shut Offs

**WATER DISTRIBUTION CROSS CONNECTIONS**

- ☐ Conduct Formal Cross Connection Inspections
- ☐ Enforce Formal Cross Connection Program
- ☐ Maintain Cross Connection Records
- ☐ Review Device Test Reports
- ☐ Prepare Annual DEQ Cross Connection Report

**WATER DISTRIBUTION SYSTEM ADMINISTRATION**

- ☐ Prepare/Maintain DEQ Reports & Plans
- ☐ Respond to Customer Complaints
- ☐ Schedule Maintenance
- ☐ Maintain Spare Parts Inventory
- ☐ Prepare Water System Budgets
- ☐ Train & Manage Personnel
- ☐ Maintain Distribution Appurtenance Records
- ☐ Schedule Distribution Work Force

During the time period worked in this job position, I spend \_\_\_\_\_ percentage of time routinely performing the above job categories and the following job duties. (Fully describe your job duties for this position, attach additional sheets if needed.)

**CHECK EITHER OR BOTH, WHICHEVER APPLIES:**

☐ I am this employee's **IMMEDIATE SUPERVISOR** ☐ I am the **OPERATOR IN CHARGE** at this WSSN

**I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THE DRINKING WATER DISTRIBUTION SYSTEM OPERATION JOB DUTY INFORMATION PROVIDED BY THE APPLICANT ON THIS PAGE IS TRUE. I AM AWARE THERE MAY BE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR MISLEADING INFORMATION INCLUDING FORFEITURE OF MY OWN CERTIFICATIONS.**

NAME AND TITLE \_\_\_\_\_ PHONE NUMBER(\_\_\_\_) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**PRINT THIS PAGE FOR YOUR RECORDS ONLY**  
**DO NOT mail a copy of it to DEQ-OTCP with your application**

**Authority Governing the Certification of Water Works Personnel in Accordance with State Law and Administrative Rules**  
 (Excerpts From the Act and Rules as Amended 12/4/2009)  
**SAFE DRINKING WATER ACT – 1976 PA 399, as amended**

An Act to protect the public health; to provide for supervision and control over public water supplies; to prescribe the powers and duties of the department of environmental quality; to provide for the submission of plans and specifications for waterworks systems and the issuance of construction permits therefor; to provide for the capacity assessments and source water assessments of public water supplies; to provide for the classification of public water supplies and the examination, certification and regulation of persons operating those systems; to provide for continuous, adequate operation of privately owned, public water supplies; to authorize the promulgation of rules to carry out the intent of the act; to create the water supply fund; to provide for the administration of the water supply fund; and to provide penalties.

Sec. 9 (1) The department shall classify public water supplies, including water treatment and distribution systems at community supplies with regard to size, type, location, and other physical conditions for the purpose of establishing the skill, knowledge, and experience that individuals need to maintain and operate the systems effectively.

(4) For individuals meeting the requirements, the department shall issue certificates acknowledging their competency to operate a specified class of waterworks system or portion of waterworks system. The department may suspend or revoke a certificate as specified by rule.

(5) A public water supply shall be under the supervision of a properly certified operator as specified in the rules.

**THE RULES TO IMPLEMENT ACT NO. 399, P.A. 1976**  
**R 325.10101 TO R 325.12606**

**DEFINITIONS FROM RULE 103.**

- (d) "Certificate" means a document that is issued by the department to a person who meets the qualification requirements for operating a waterworks system or a portion of the waterworks system.
- (e) "Certified operator" means an operator who holds a certificate.

**CLASSIFICATION OF TREATMENT AND DISTRIBUTION SYSTEMS**

<b>CLASS</b>	<b>POPULATION</b>	<b>DESIGN CAPACITY</b>
<b>Complete Treatment</b>		
F-1	Greater than 20,000	Greater than 5 MGD
F-2	4,000 to 20,000	2 to 5 MGD
F-3	1,000 to 4,000	0.5 to 2 MGD
F-4	Less than 1,000	Less than 0.5 MGD
<b>Other Treatment</b>		
D-1	Greater than 20,000	Greater than 5 MGD
D-2	4,000 to 20,000	2 to 5 MGD
D-3	1,000 to 4,000	0.5 to 2 MGD
D-4	Less than 1,000	Less than 0.5 MGD
<b>Distribution</b>		
S-1	Greater than 20,000	-----
S-2	4,000 to 20,000	-----
S-3	1,000 to 4,000	-----
S-4	Less than 1,000	-----

**R 325.11910. APPLICATION FOR EXAMINATION; NOTICE TO ACCEPTED APPLICANTS OF EXAMINATION.**

Rule 1910. (1) To be certified for the operation of a public water supply other than a class F-5, Class D-5 or Class S-5, an individual shall submit, to the department, not less than 60 days before the announced examination date, an application for examination on a form provided by the department. To be certified for the operation of a class F-5, class D-5, or class S-5 an individual shall submit, to the department, not less than 20 days before the examination date, an application for examination on a form provided by the department. The information contained on the application shall be evaluated by the department, shall be subject to review by the advisory board, and shall constitute a part of the examination. The department may require verification of the education and experience of an applicant for an examination.

(2) Not less than 15 days before the examination, the department shall notify all applicants of its findings and shall notify those applicants accepted for examination of the date, time, and place of the examination.

**R 325.11911. APPLICANT FOR CERTIFICATION; GRADING.**

Rule 1911. (1) An applicant for certification shall be graded in 4 major divisions as follows:

- (a) Educational qualifications of the applicant.
- (b) Experience qualifications of the applicant, where applicable.
- (c) The examination.
- (d) The laboratory examination, where applicable.

(2) An applicant shall satisfy the minimum criteria established by the department as outlined in table 1 for educational qualifications before admission to the examination.

(3) Criteria used for grading shall be determined by the department subject to the approval of the advisory board and shall be made available by the department.

(4) An applicant for certification may be required to submit, to the department, on request, names of persons familiar with the experience qualifications of the applicant.